



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College Tutor

Booth University College's Academic Learning Centre (ALC) is designed to assist students with the acquisition of skills and strategies to help students grow in their abilities contributing to their academic success. ALC tutors provide individualized advice and feedback to students who wish to improve their academic writing, reading, studying, and researching skills, as well as offer general strategies such as prioritization and time management. The services of the ALC are offered through one-on-one appointments, group study sessions, and skill-building workshops.

For the 2022-2023 school year, the ALC will be hiring tutors for 5-10 hours per week. Schedule is determined by the coordinator based on the Tutor's availability and student need. We are looking for applicants who bring a strong grasp of grammar and writing conventions and are eager to teach and encourage students towards success.

Essential Functions of the Job:

Tutors are expected to:

- Understand or be eager to learn the ALC's best practices and procedures
- Help students with time management, developing study plans, creating assignment outlines, and understanding assignment requirements as well as engage with students through individualized feedback on assignment drafts to help them ensure they are meeting task requirements, improve their clarity and grammar, and strengthen their central arguments in their writing
- Be able to help students use the correct style guide (APA, MLA, and Chicago) and navigate rules for formatting, citations, and reference pages
- Be able to direct students to library resources, including navigating the library database
- Attend and participate in tutor training sessions and staff meetings
- Maintain all necessary records documenting student sessions and tutor hours in a timely manner

Other duties may include:

- Offering content specific support and/or lead small study groups
- Creating resource materials to support students
- Doing research for tutor professional development
- Serving as an invigilator during exams for students with accessibility accommodations
- Assisting the ALC Coordinator as needed with administrative duties



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QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Ability to take direction, collaborate, and work independently as needed.
- A strong grasp of grammar and writing conventions
- communicate clearly and concisely, verbally, and in writing
- Value academic integrity
- Attention to detail and ability to read carefully
- Excellent organizational and personal time management strategies
- An eagerness to help students be successful through teaching, modelling, and encouraging
- Good research skills and basic understanding of how to navigate the library database (or willingness to learn)
- Minimum GPA of 3.5 (or a Professor's referral)
- Minimum of 30 credit hours in Post-secondary education (or a referral)

2. Assets (Preferred Qualifications)

- Previous tutoring or teaching experience is considered an asset
- Understanding how the ALC works from the student perspective is considered an asset

(The description of essential functions above illustrates various types of work performed but is not all-inclusive. Other duties may be assigned by your supervisor. Given the nature of the organization and the workload, it is expected that all employees be flexible. Booth University College may revise the job description, title, reporting relationship and job duties.)

Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**



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Application Instructions:

If you are interested in applying for this position, please submit the following items to BoothUC.Careers@BoothUC.ca by **Monday, August 22nd, 2022**:

1. A cover letter that includes the following:
 - a. A statement of the reasons you are applying for this position
 - b. Your current or past program(s) of study
 - c. Highlight any specific skills or experience that make you an asset to the ALC
2. Resume of work and volunteer experience
3. If you are a current Booth UC student, please complete the Student Employment Application form found here: <https://boothuc.ca/student-life/student-support/student-employment/>

Applications will be reviewed the week of August 22nd 2022. Should applicants be invited for an interview, they will be asked to complete a brief sample exercise designed to assess ability to review a student's work.

Accommodations are available upon request throughout the recruitment process

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.